

# YOUTH SERVICES POLICY

<b>Title:</b> Security Manual - Secure Care Facilities <b>Next Annual Review Date:</b> <div style="text-align: center;">03/08/2013</div>	<b>Type:</b> C. Field Operations <b>Sub Type:</b> 2. Security <b>Number:</b> C.2.21
<b>Page 1 of 5</b>	
<b>References:</b> <p>Note: See Attachment C.2.21 (a) for a listing of ACA Standards.</p> <p>YS Policies A.1.7 "Risk Management", A.1.8 "Emergency Operations Plan", A.3.11 "Bonds and Crimes Loss Prevention Program", A.7.1 "Safety Plan", C.1.17 "Monitoring and Use of Smart Zone System (700 and 800 MHz Radios), C.2.1 "Escapes, Runaways, Apprehensions, and Reporting", C.2.2 "Facility Riot, Significant Disturbance and Hostage Situation", C.2.3 "Searches of Youth", C.2.4 "Searches of Employees", C.2.5 "Searches of Visitors", C.2.6 "Use of Interventions – Secure Care", C.2.7 "Youth Drug/Alcohol Testing Program", C.2.9 "Correspondence and Packages", C.2.10 "Safety and Emergency Management", C.2.12 "Emergency Escorting", C.2.13 "Key Control Program", C.2.14 "Tool Control Program", C.2.15 "Control and Use of Flammable, Toxic, and Caustic Substances (FTCs)", C.2.16 "Gate Entrance Posts for Secure Care Facilities (Front, Rear/Back, Pedestrian and Vehicular)", C.2.17 "Youth Hunger Strikes", C.2.18 "Perimeter Security for Secure Care Facilities", C.2.19 "Youth Accountability/Secure Care Facilities", C.2.20 "Youth Transport/Secure Care Facilities", C.4.6 "Securing Physical Evidence", C.4.7 "Escorted Absence", and C.5.2 "Central Office and Regional Office Duty Officers and Facility Administrative Duty Officers (ADOs) Reporting of Serious Incidents"; Contracted Health Care Provider Policies C-5 "Outside Referrals and Transport", C-10 "24 Hour Emergency Care", C-12 "Medical Transportation", C-31 "Notification of Medical Management, Parents or Guardians in Cases of Serious Illness, Injury or Death", C-34 "Use of Restraints for Medical Care" and C-41 "Emergency Response Training and Preparedness"</p>	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>Mary L. Livers, Deputy Secretary</i> <b>Date of Approval:</b> 03/08/2012	

## I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

## II. PURPOSE:

To ensure that secure care facilities develop and maintain all existing Standard Operating Procedures (SOPs) encompassing required security issues in a loose-leaf manual/folder.

## III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Deputy Assistant Secretary /Facilities and Facility Directors.

The Facility Directors are responsible for ensuring that all SOPs are in place to comply with this policy.

#### IV. DEFINITIONS:

***Escorted Absence*** - a temporary absence authorized by the Facility Director, in which a youth is escorted off-campus by qualified personnel for a therapeutic purpose.

***Juvenile Justice Specialist (JJS)*** - Formerly referred to as custody staff, security staff, Youth Care Officer, and Youth Care Worker.

***Security Manual*** – A loose-leaf manual or folder which contains procedures on escapes, riots, hunger strikes, disturbances, hostage situations, medical emergencies, notifications of death, emergency evacuation to include transportation, physical plant inspections, youth counts, youth transport, employee work stoppage (staff shortage), chemical agent control, fire control/inspections contraband control, key, tool and equipment control, emergency power and communication, emergency repairs and replacement, emergency situations, including specialized emergency situations, i.e. natural disasters, etc.

***Training Records Entry Completed (TREC)*** – The database used to track training hours of all YS employees.

***Unusual Occurrence Report (UOR)*** - a form/document [refer to YS Policy No. C.2.6 (b)] that must be completed by employees to report incidents or observations of events that may have an impact on any aspect of the agency. UOR forms shall be made available to all employees, working all areas at all times. Employees must complete and submit a UOR prior to the end of their tour of duty on the day the incident was observed or comes to the employee's attention in any way. If a UOR form is not available, the employee must use any paper available to him to report the pertinent information. UORs may also be submitted by email in any format. The UOR shall be submitted to the Operations Shift Supervisor (OSS) prior to the end of the OSS tour of duty on the date the UOR was completed.

#### V. POLICY:

It is the Deputy Secretary's policy that YS secure care facilities use a combination of supervision, inspection, accountability and clearly defined SOPs in the use of security practices and equipment to promote safe and orderly operations. Therefore, there shall be a Security Manual maintained at each secure care facility. The manual shall consist of all procedures for situations which affect the facility's security and control. SOPs shall be established in accordance with ACA Standards, YS Policies, and the requirements of the Office of Risk Management (ORM). Refer to Attachment C.2.21 (a) "SECURITY MANUAL REFERENCES/ACA Standards" to ensure that the necessary standards are met. In addition, SOPs shall contain detailed instructions for implementation, and be readily available to all facility staff.

**VI. GENERAL POLICY INFORMATION/SECURITY MANUAL:**

- A. YS Policy No. A.1.7 was established and approved to ensure that all units of YS follow all laws, rules, policies and procedures developed by ORM, and all Insurance information notices to preserve and protect the assets of the State of Louisiana.
- B. YS Policy No. A.1.8 was implemented to establish agency policy to coincide with the State of Louisiana's Emergency Operations Plan (EOP), and to notify all YS staff of emergency procedures to be followed in the event of a natural or man-made statewide disaster, or any other major incident that affects the safety and security of the citizens of the State, or employees and youth of YS.
- C. YS Policy No. A.3.11 complies with ORM's Loss Prevention Program requirements. The policy requires implementation of a comprehensive written security plan as a means of controlling facility access.
- D. YS Policy A.7.1 requires all units of YS to provide for the occupational safety of staff and youth, and that each unit implement a written operational safety plan that meets all mandates of ACA Standards relating to safety, ORM's Loss Prevention Manual, all requirements of the State Fire Marshal, or any other similar regulatory agency.
- E. YS Policy No. C.1.17 was established to provide a uniform policy concerning statewide usage and monitoring of the SmartZone 700 and 800 MHz Project 25 System (700/800 radios).
- F. YS Policy Numbers C.2.3, C.2.4 and C.2.5 outline requirements for searches for the purpose of controlling and eliminating contraband on facility grounds and among the youth population. By accomplishing this objective, YS secure care facilities should have a safe operation for all employees, visitors, and youth.
- G. YS Policy No. C.2.6 was implemented to require that all reasonable steps be taken to minimize situations requiring the use of a physical intervention by staff against youth, and to minimize the amount of physical intervention required in those situations. However, physical intervention may be necessary to accomplish the legitimate goals of YS, including public safety, the safety of staff and youth, and the maintenance of stability and safety.

Physical intervention shall be used as a last resort when all other means of intervention have been unsuccessful or when time and circumstance do not permit alternative options. Physical intervention used shall be in proportion to the threat and shall cease when the resistance ceases.

- H. YS Policy No. C.2.7 provides for drug/alcohol testing of youth since the use of illegal substances and alcohol by youth presents a serious threat to health, public safety and to the security of the facilities.
- I. YS Policy No. C.2.9 outlines requirements for inspecting correspondence and packages for contraband.
- J. YS Policy No. C.2.10 was established to ensure that safety and emergency management SOPs be developed in conformity with ACA Standards and the requirements of ORM.
- K. YS Policy No. C.2.12 was implemented to coincide with the State of Louisiana's EOP to cover emergency escorting of youth and employees in the event of a natural or man-made statewide disaster following the protocol as outlined in YS Policy A.1.8 and in so doing, protect the public, employees, and youth during such escorts.

**(NOTE:** Should the Governor declare a state of emergency in Louisiana, the EOP mentioned above will automatically be activated.)

- L. YS Policy No. C.4.6 was established to ensure the preservation of physical evidence obtained in connection with a violation of law, agency and facility policies.
- M. YS Policy No. C.4.7 was implemented to allow for eligible youth to have escorted absences for therapeutic purposes, including opportunities to visit with family before their release date to set realistic goals and expectations; to show youth acceptable and socially appropriate behavior, allow youth to participate in work/training opportunities, and to participate in special events in the community. Family emergency absences are permitted for visits of dying family or attending funerals of family. Security issues included in this policy are searches for unauthorized items/contraband and use of mechanical restraints.

## **VII. PROCEDURES FOR SECURITY MANUAL:**

- A. Facility Directors are responsible for the following:
  - 1. Ensure that all security-type SOPs are developed and implemented in accordance with ACA Standards, YS Policies and the Office of Risk Management (ORM);
  - 2. Be certain the SOPs contain detailed instructions for employees to follow;
  - 3. Make sure that an Index is prepared listing all the security-type SOPs;
  - 4. Ensure that the Index and SOPs are placed in a loose-leaf binder or folder;

5. Have a mechanism in place to ensure that all employees involved in the maintenance of the security and control of the facility review and know the location of the Security Manual; and
  6. Ensure that appropriate employees are advised of and familiar with any changes in YS Policies and SOPs that directly affect any area covered in the Security Manual. Updated policies/procedures shall replace the ones contained in the manual, and the Index must be changed in order to keep it current.
- B. Refer to Attachment C.2.21 (b) for “HELPFUL HINTS” to ensure that all necessary situations are covered in the Security Manual.

#### **VIII. REPORTING REQUIREMENTS:**

- A. UORs and Notifications to the Central Office Duty Officer shall be completed and submitted as required in accordance with YS Policy C.5.2.
- B. UORs and notifications shall be completed and submitted as required in all other applicable YS Policies and Facility SOPs.

#### **IX. STAFF DEVELOPMENT:**

- A. All facility employees, who have responsibilities of carrying out the requirements of this policy, facility SOPs and/or Post Orders for each distinct JJS post, shall receive training on all elements of the Security Manual to ensure they have a working knowledge of the security and control of the facility. New employees shall receive orientation training on security issues, prior to being assigned to a JJS post that requires any of the responsibilities outlined in the Security Manual.
- B. Documented training shall be entered into TREC.

**Previous Regulation/Policy Number:** N/A

**Previous Effective Date:** N/A



**Attachments/References:** A.2.21 (a) Security Manual References - ACA Standards.docx



A.2.21 (b) Helpful Hints for Security Manual.docx